

S E C R E T

11 December 1968
CS/HPM-26

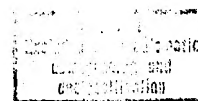
MEMORANDUM FOR : All CS Historical Officers and Writers
SUBJECT : Alphabetical Indexing of CS Historical
Papers
REFERENCE : CSHB 5-13-1: Handbook for the Writing
of CS Histories

1. Since writers of CS histories have often wanted to know whether or not an alphabetical index is a required part of a CS historical paper, we shall now try to clarify our position on this question.

2. As you may have noted, the Handbook devotes considerable space to this subject. Chapter III, 3 (pages 12-14) contains detailed instructions on how to prepare an alphabetical index, and the "Profile" in Appendix A (page 22) lists the index among the standard items to be included in a completed CS history. Yet in actual practice, the CS history with an alphabetical index has been the rare exception rather than the rule; only two or three of the papers prepared to date have had them.

3. Our experience over the past two years has shown that most of the shorter papers simply did not need an index

S E C R E T



because they contained too few names of persons, places, or organizations to make one worthwhile; even for the larger histories, the possible value of an alphabetical index usually did not seem great enough to justify the considerable extra time and effort needed to prepare one. (Since the pagination for an index cannot be completed until after the body of the paper has been typed in final form, the inclusion of an index will always delay distribution of the paper.) In short, we have found in most instances that an index would have been a fairly expensive luxury -- good to have, but not essential.

4. It is because of these practical considerations, that we have not encouraged the alphabetical indexing of CS historical papers. This does not mean that we disapprove of indexing in principle or that we do not fully recognize the value of indexing certain historical papers, especially those containing numerous references to proper names.

5. Whenever it can be demonstrated that an alphabetical index would clearly increase the usefulness of a CS history, we certainly will favor its inclusion if it can be prepared without undue delay and cost in man-hours. Undoubtedly some of the longer papers written in the past would be much improved by the addition of an index, and there is always the

S E C R E T

possibility that the indexing of such papers can be done later. In this connection, we suggest that Historical Officers review the histories now in their custody with a view to earmarking any papers which should be indexed at some later date when work priorities permit.

6. We suggest for the future, whenever you complete the draft of a CS history, that you carefully weigh the pros and cons of preparing an alphabetical index, and then let us have your views if you believe an index is essential. In other cases when addition of an index is clearly unnecessary or impracticable, we suggest that in lieu of an index you prepare a very detailed table of contents. This will compensate to some extent for the omission of the index.

7. We urge you to consult us whenever you have any questions regarding alphabetical indexing of your papers.

25X1A



Executive Secretary
CS Historical Board

LMF/rap

S E C R E T